Approved For Release 2008/11/21 : CIA-RDP89B00423R000300240010-6

Central Intelligence Agency



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Washington, D. C. 20505

## DIRECTORATE OF INTELLIGENCE

1 7 DEC 1984

(See Attached Addressee List)

I want to thank you for agreeing to participate in a seminar sponsored by the Directorate of Intelligence. We look forward to telling you about the many career opportunities here as well as those in the rest of the Agency and hearing your views on how we can be more effective in finding the bright, young scholars we seek.

The seminar will be held in our building in Langley, Virginia on Thursday, 17 January and Friday, 18 January. agenda and list of participants are enclosed. We plan to make detailed presentations on what we do in the Directorate of Intelligence, the type of people we are looking for, and the mechanics of our hiring process. We will also put you together with some new employees so you can ask them about their experiences. We have asked alumni from the schools invited to participate in this seminar to attend an informal get together with you at the end of the first day. We have also asked representatives from the other Directorates that make up the CIA to speak to you about their mission and needs. We hope you will leave the seminar with a fuller understanding of what we do (and do not do) and our rather unique needs and hiring procedures.

We also want to have your candid views on some issues of concern to us. Specifically, we would like your evaluation of our recruiting effort on your campus this year, the mood on your campus regarding CIA recruiting, and the value of our higher profile strategy that stresses advertising and group presentations. We have set aside a block of time on the first day for you and your fellow career planning officials to discuss these issues and any others among yourselves, and a block of time on the second day for you to present your views and ask questions of us.

We have made a hotel reservation in your name at the Holiday Inn in Rosslyn, Virginia, which is convenient to downtown Washington by subway. The Holiday Inn is located at 1850 North Fort Myer Drive. If you plan to arrive after 6:00 p.m. on the 16th, please call the hotel at (703) 522-0400, ask for Daphne,

and leave a credit card number so they will hold your room. The reservation confirmation number is 81584CBE. Please make your own airline reservations.

We will cover in full the cost of your coach class fare plus hotel and meal expenses not to exceed \$75 per day. We are authorized to pay you a consultant's fee of \$300 as well. Ground transportation from your home to the airport, from the airport to your hotel, and back will also be refunded. We ask that you obtain receipts for any individual expenses in excess of \$15. We cannot authorize a car rental.

The cost of the room at the Holiday Inn is \$63.22 per night. This expense, your air fare, and ground transportation will be reimbursed to you by government check within four weeks of receipt of your travel accounting. The \$300 consultant's fee will be paid on 18 January. We will provide bus transportation from the Holiday Inn to our building and back each day. Someone will be there to assist you and take your name as you board.

The Presidential Inauguration festivities start on the 19th. You may want to make plans to stay on, but it must be at your own expense. You will have to change hotels as the Holiday Inn in Rosslyn is booked, but they may be able to help you find accommodations at another Holiday Inn in the area.

STASTAT

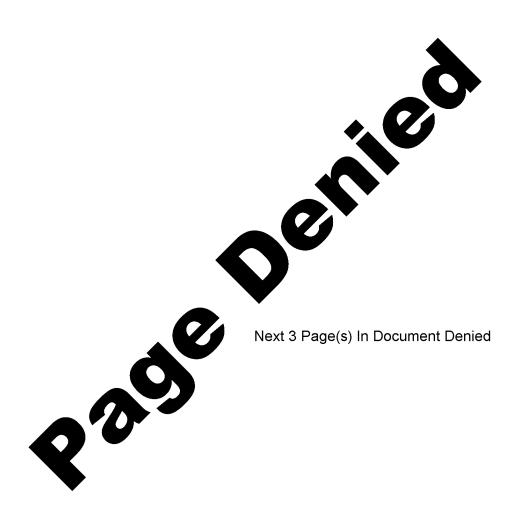
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Richard J. Verr Associate Deputy Director for Intelligence

Enclosures: As Stated

## AGENDA

Thursday, 17 January	
0730 0830	Pickup at Holiday Inn Introductory Remarks and Explanation of Schedule
0845	Welcoming Remarks by Mr. Robert Gates,
0900	Deputy Director for Intelligence The Directorate of Intelligence: Who We
1015 1030	Are, What We Do Break The Directorate of Intelligence: The People We Seek
1130 1200 1330	Computer Applications in the Directorate Lunch Small Group Discussions of CIA Recruiting Performance on Campus and How We Can Be More Effective
1450 1500	Break A Panel of New Employees Who Will Discuss Their Work Experiences and Answer Questions
1630 1730	Informal Get Together with Alumni Transportation Back to the Holiday Inn
Friday, 18 January	
0730 0815	Pickup at Holiday Inn The Other Directorates: Operations, Science and Technology, and Administration
1045 1100 1145 1215 1300 1330	Break Reports on Small Group Discussions Agency Personnel Processing Procedures Questions from the Floor Travel Accounting Transportation to Airports or Holiday Inn



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## DIRECTORATE OF INTELLIGENCE

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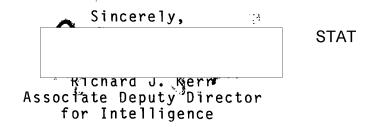
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We will provide transportation from the Holiday Inn in Rosslyn, Virginia, to our building in Langley. The Holiday Inn is located at 1850 North Fort Myer Drive. The bus will depart each morning at 0730. We will reimburse you for any parking cost and are authorized to pay a consultant's fee of \$300 in addition.

If you have any questions, please call us collect at (703) and ask for We look forward to seeing STASTAT you on the 17th, and thank you again for agreeing to participate.



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